

DIRECTOR OF PUBLIC WORKS

GRADE: SAI

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Director of Public Works performs complex professional and administrative work in directing the City's Department of Public Works. Work involves responsibility for planning, organizing, and directing a widely diversified Public Works program with activities including the design, operation and maintenance of the City's infrastructure. Substantial independent judgment is allowed with work being reviewed by the City Manager. The incumbent also is responsible for participating as a member of the senior management team and as such assists the City Manager in strategic management planning.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Directs through subordinates the planning, design, engineering, survey, inspection, construction, scheduling, repair and maintenance of all capital improvements, streets, motor vehicle fleet, water plant, water distribution, waste water collection, storm and sanitary sewer, refuse collection and disposal, street lighting, traffic management and related Public Works projects and programs.
- Plans, develops, organizes, schedules, directs and participates as necessary in Public Works related projects and programs for the City.

- Recruits, trains, advises and supervises through subordinates the work of a large group of supervisors, engineers, inspectors, technicians, maintenance workers and other personnel conducting assigned duties. Supervises all workers and other personnel conducting assigned duties. Supervises all departmental activities through a management team of division supervisors.
- Works with staff to determine project and program goals, evaluates facility needs, program adequacy and establishes appropriate levels of maintenance
- Coordinates activities with other City departments, and with outside agencies and committees.
- Prepares the departmental budget with assistance of subordinates and supervises department accounting and financial procedures.
- Prepares special and regular reports, procedures, policies and other documents relating to departmental programs.
- Evaluates through observations and conferences with supervisors the effectiveness of employees; organizes staff assignments to meet program requirements; encourages and promotes staff development through attendance at workshops and training seminars.
- Initiates, develops, plans, monitors and manages citywide and neighborhood Public Works projects and programs. Projects and programs include leaf, trash and recycling collection, snow removal, waterline flushing, etc., and coordinate these efforts with other City, County and State Departments, civic associations, school board, etc.
- Advises the Mayor and Council, the City Manager, and various Boards and Commissions on matters relating to Public Works. May discuss departmental activities with civic and business associations, youth groups, service organizations and individuals. These duties will require presence at occasional meetings and events on evenings and weekends.
- Responsible for assessing and determining the Public Works needs of the City.
- Performs related work as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a degree in civil engineering plus a master's degree in public administration or closely related field, and five years of progressively responsible administrative and supervisory experience with major responsibility in a City, County or Military Public Works Department. Possession of a driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Comprehensive knowledge of the philosophy, principles, objectives and repetitive practices of municipal Public Works programs.

- Comprehensive knowledge of the methods, techniques, materials, equipment and safety precautions used in planning, promoting, executing and maintaining a diversified Public Works program and maintaining Public Works facilities, infrastructure and related equipment.
- Considerable knowledge of available resources, and limitations of a city government.
- Comprehensive knowledge of Public Works operations.
- Considerable knowledge of specialized Public Works operations including but not limited to water collection, treatment and distribution, traffic control and flow, street construction and maintenance, infrastructure, storm water management.
- Considerable knowledge of acceptable Public Works construction maintenance practices.
- Ability to plan and direct major and minor projects and programs.
- Ability to plan, organize and direct the activities of a large group of professional and paraprofessional Public Works personnel engaged in widely varied Public Works activities.
- Ability to establish and maintain effective working relationships with associates, part-time and full-time employees, groups and individuals interested in Public Works matters, and other departments and agencies.